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DRUG FREE WORKPLACE PLAN

DEFENSE NUCLEAR AGENCY

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I. INTRODUCTION

A. Background

On September 15, 1986, President Reagan signed Executive Order 12564, establishing the goal of a Drug-Free Federal Workplace. The Order made it a condition of employment for all federal employees to refrain from using illegal drugs on or off-duty. In a letter to all executive branch employees dated October 4, 1986, the President reiterated his goal of ensuring a safe and drug-free workplace for all federal workers.

The Executive Order recognized that illegal drug use is seriously impairing a portion of the national work force, resulting in the loss of billions of dollars each year. As the largest employer in the nation, the federal government has a compelling proprietary interest in establishing reasonable conditions of employment. Prohibiting employee drug use is one such condition. The Defense Nuclear Agency (DNA) is concerned with the safety of employees who might be injured by acts of other employees under the influence of illegal drugs; well-being of all its employees; the successful accomplishment of agency missions; and, the need to maintain employee productivity. The intent of the policy is to offer a helping hand to those who need it, while sending a clear message that any illegal drug use is, quite simply, incompatible with federal service.

On July 11, 1987, Congress passed legislation affecting implementation of the Executive Order under Section 503 of the Supplemental Appropriations Act of 1987, Pub. L. 100-71, 101 Stat. 391, 468-471, codified at 5 U.S.C. §7301 note (1987), (hereafter, the "Act"), in an attempt to establish uniformity among federal agency drug testing plans, reliable and accurate drug testing, employee access to drug testing records, confidentiality of drug test results, and centralized oversight of the Federal Government's drug testing program.

The purpose of the DNA Drug Countermeasure Plan is to set forth objectives, policies, procedures and implementation guidelines to maintain and continue to achieve a drug-free Federal workplace, consistent with the Executive Order and Section 503 of the Act.

B. Statement-of-Policy

The Defense Nuclear Agency, as a result of its national security responsibilities, as well as the sensitive nature of its work, has a compelling obligation to eliminate illegal drug use from its workplace.

Illegal drug use, whether on or off the job, is regarded as detrimental to the efficiency of DNA due to the highly sensitive nature of its mission. That mission is to support the Department of Defense's (DoD) nuclear policy which is designed to deter aggression, nuclear or conventional, against the United States and its allies. In support of this policy, DNA pursues a vigorous program of research in nuclear effects testing and systems applications while advising and assisting the Joint Chiefs of Staff and the DoD on nuclear

weapons operational matters. Key program areas include underground nuclear testing which studies nuclear radiation effects on a wide range of military equipment; above ground non-nuclear testing to determine the response of tactical and strategic weapon systems, communications equipment, vehicles and a variety of structures to the testing environment, and, support of the Strategic Defense Initiative (SDI) in the areas of lethality and target hardening. Another key responsibility is to maintain a continuous accounting of the location, condition and readiness of every nuclear weapon in the national stockpile. Further, the Agency is responsible for ensuring the continuation of a biomedical effects research effort which focuses on understanding the radiological effects of nuclear weapons by assessing the performance of combat units after exposure to radiation, discovering more effective ways of preventing radiation damage and developing better methods of treatment.

There is a significant risk that individuals who use illegal drugs will compromise highly sensitive material due to the impairment of their judgment by such drugs. Unauthorized disclosure of sensitive information could have irreparable impact on the security of the Nation and upon the DoD's policy to deter aggression against the United States or its allies. Further, the use of illegal substances by employees who work with toxic or radiated materials presents a clear and present danger to fellow employees. In addition, in the unlikely event of a nuclear accident, illegal drug use could negate the Agency's ability to quickly locate and mobilize critical response forces to any accident scene.

The mark of a successful drug-free workplace program also depends on how well employees understand the hazards of drug use, and on how much assistance can be obtained by drug users. Equally important is the assurance to employees that personal dignity and privacy will be respected in reaching the DNA goal of a drug-free workplace. To this end, this plan ensures that the Agency's drug testing will be conducted under controlled and carefully monitored conditions--stressing the confidentiality of medical findings and with sensitivity to preserving the dignity of the concerned individual. Further, this plan includes policies and procedures for: (1) employee assistance; (2) supervisory training; (3) employee education; and (4) identification of illegal drug use through drug testing on a carefully controlled and monitored basis.

C. Nature, Frequency, and Type of Drug Testing to be Instituted

Section 503 of the Act requires the DNA Plan to specify the nature, frequency, and type of drug testing to be instituted. The DNA Plan includes the following types of drug testing: (1) Applicant testing for testing designated positions; (2) Random testing of employees in testing designated positions; (3) Reasonable suspicion testing; (4) Accident or unsafe practice testing; (5) Voluntary testing, and (6) Testing as part of or as a follow-up to counseling or rehabilitation. The frequency of testing for random testing, voluntary testing, and follow-up testing is specified at Appendix A and

Section XXII (c), respectively. The Director reserves the right to increase or decrease the frequency of testing based on the Agency's mission, availability of resources, and experience in the program, consistent with the duty to achieve a drug free workplace under the Executive Order.

D. Drugs for Which Individuals Are Tested

Section 503 of the Act requires the DNA Plan to specify the drugs for which individuals shall be tested. These are listed in Appendix B.

E. Scope

When each Executive Branch agency as specified in Section 503(a)(2) of the Act has complied with the provisions of Section 503(a) of the Act, this order shall be effective immediately for the Headquarters, Defense Nuclear Agency (HQ, DNA); the Armed Forces Radiobiology Research Institute (AFRRI); and the Field Command, Defense Nuclear Agency (FCDNA).

F. Union Cooperation

The active participation and support of labor organizations can contribute to the success of this program. Management will seek ways in which recognized bargaining unit representatives might assist in program implementation, such as in acquainting employees with rehabilitation facilities and by enhancing employee confidence in the program. Management will continue to observe agreements already reached, will include union representatives in general orientation programs, and will continue to meet its obligations under Title VII of the Civil Service Reform Act of 1978.

G. References

1. Authorities

- a. Executive Order 12564;
- b. Executive Order 10450;
- c. Section 503 of the Supplemental Appropriations Act of 1987, Pub. L. 100-71, 101 Stat. 391, 468-471, codified at 5 U.S.C. §7301 note (1987);
- d. Scientific and Technical Guidelines For Drug Testing Programs, Alcohol, Drug Abuse and Mental Health Administration (ADAMHA), Department of Health and Human Services (HHS), as amended;
- e. Standards for Certification of Laboratories Engaged in Urine Drug Testing for Federal Agencies, Alcohol, Drug Abuse and Mental Health Administration (ADAMHA), Department of Health and Human Services (HHS), as amended;

- f. Civil Service Reform Act of 1978, Pub. L. 95-454;
- g. 42 CFR Part 2, establishing requirements for assuring the confidentiality of alcohol and drug-abuse patient treatment records;
- h. The Privacy Act of 1974 (5 U.S.C. 552a), prescribing requirements governing the maintenance of records by agencies pertaining to the individuals and access to these records by the individual(s) to whom they pertain;
- i. 49 CFR Part 10, implementing the Privacy Act of 1974 within the Defense Nuclear Agency;
- j. Federal Employees Substance Abuse Education and Treatment Act of 1986, Pub. L. 99-570;
- k. DOD Directive 1010.9, 'DOD Civilian Employee Drug Abuse Testing Program';
- l. DNA Instruction 1010.9 'DNA Civilian Employee Drug Abuse Testing Program' of which this plan is an enclosure.

2. Guidance

- a. Office of Personnel Management (OPM), Federal Personnel Manual (FPM) Letters 792-16 (November 28, 1986), and 792-17 (March 9, 1987), setting forth guidelines for Federal civilian agencies in establishing a drug-free workplace pursuant to Executive Order 12564;
- b. FPM Chapter 792, Federal Health and Counseling Programs, providing guidance to Federal agencies in establishing alcoholism and drug abuse programs (subchapter 5) and employee counseling services programs (subchapter 6) for Federal employees with alcohol or drug problems;
- c. FPM Supplement, Chapter 792-2, providing guidance for developing and maintaining appropriate prevention, treatment and rehabilitation programs and services for alcoholism and drug abuse among Federal employees;

II. DEFINITIONS

- A. **Applicant** means any individual tentatively selected for employment with the DNA and includes any individual in the DNA who has tentatively been identified for placement in or promoted to a testing designated position and who has not, immediately prior to the placement selection, been subjected to random testing.
- B. **DNA Components** means DNA Headquarters (HQ, DNA), Armed Forces Radiobiology Research Institute (AFRRI), and the Field Command, DNA (FCDNA).
- C. **Employee Assistance Program (EAP)** means the HQ, DNA, AFRRI and Field Command counseling program that offers assessment, short-term counseling, and referral services to employees for a wide range of drug, alcohol, and mental health problems, and monitors the progress of employees while in treatment.
- D. **Employee Assistance Program Administrator** means the individual responsible for ensuring the development, implementation and review of the Agency EAP.
- E. **Employee Assistance Program Coordinator** means the individuals responsible for implementing and operating the EAP within the DNA components, by providing counseling, treatment, and education services to employees and supervisors regarding the component EAP.
- F. **Medical Review Official** means the individual responsible for receiving laboratory results generated from the DNA Drug Countermeasure Program who is a licensed physician with knowledge of substance abuse disorders and the appropriate medical training to interpret and evaluate all positive test results together with an individual's medical history and any other relevant biomedical information.
- G. **Illegal Drugs** means a controlled substance included in Schedule I or II, as defined by section 802(6) of Title 21 of the United States Code, the possession of which is unlawful under chapter 13 of that Title. The term 'illegal drugs' does not mean the use of a controlled substance pursuant to a valid prescription or other uses authorized by law.
- H. **Management Official** means an employee required or authorized by the HQ, DNA, AFRRI and Field Command to formulate, determine, or influence the policies of the appropriate component. 5 U.S.C. (a)(11).
- I. **Random Testing** means a system of drug testing imposed without individualized suspicion that a particular individual is using illegal drugs. Random testing may either be uniform-unannounced testing of testing designated employees occupying a specified area, element or position, or may be a statistically random sampling of such employees based on a neutral criterion, such as social security numbers.

J. Employees in Sensitive Positions mean--

1. Employees in positions designated by the appropriate authorizing officials within HQ, DNA, AFRRI or FCDNA as Special Sensitive, Critical Sensitive, or Noncritical-Sensitive under Chapter 731 of the Federal Personnel Manual; or

2. Employees in positions designated by the appropriate authorizing officials within HQ, DNA, AFRRI or FCDNA as sensitive in accordance with Executive Order No. 10450, as amended;

3. Employees granted access to classified information or who may be granted access to classified information pursuant to a determination of trustworthiness by the Agency Official under Section 4 of Executive Order No. 12356;

4. Individuals serving under Presidential appointments;

5. Law enforcement officers as defined in 5 U.S.C. §§ 8331(20) and 8401(17); or

6. Other positions that the appropriate Agency Official determines involve law enforcement, national security, the protection of life and property, public health or safety, or other functions requiring a high degree of trust and confidence.

K. Supervisor means an employee having authority to hire, direct, assign, promote, reward, transfer, furlough, layoff, recall, suspend, discipline, or remove other employees, to adjust their grievances, or to effectively recommend such action, if the exercise of the authority is not merely routine or clerical in nature, but requires the consistent exercise of independent judgment. 5 U.S.C. §7103 (a)(10).

L. Testing Designated Positions (TDPS) means employment positions within the DNA which have been designated for random testing under Section IX B. of this plan.

M. Verified Positive Test Result means a test result that has been screened positive by an FDA-approved immunoassay test, confirmed by a Gas Chromatography/Mass Spectrometry assay, (or other confirmatory tests approved by HHS), evaluated by the MRO and determined by the MRO to be unjustified under Section X of this plan.

III. EMPLOYEE ASSISTANCE PROGRAMS

A. Function

The DNA EAP plays an important role in preventing and resolving employee drug use by: demonstrating the Agency's commitment to eliminating illegal drug use; providing employees an opportunity, with appropriate assistance, to discontinue their drug use; providing educational materials to supervisors and employees on drug use issues; assisting supervisors in confronting employees who have performance and/or conduct problems and making referrals to appropriate treatment and rehabilitative facilities; and follow-up with individuals during the rehabilitation period to track their progress and encourage successful completion of the program. The EAP, however, shall not be involved in the collection of urine samples or the initial reporting of test results. Specifically, the EAP shall--

1. Provide counseling and assistance to employees who self-refer for treatment or whose drug tests have been confirmed positive, and monitor the employees' progress through treatment and rehabilitation;
2. Provide needed education and training to all levels of the Agency on types and effects of drugs, symptoms of drug use and its impact on performance and conduct, relationship of the EAP with the drug testing program, and related treatment, rehabilitation, and confidentiality issues;
3. Ensure that confidentiality of test results and related medical treatment and rehabilitation records is maintained in accordance with Section XIV.

B. Referral and Availability

Any employee found to be using drugs shall be referred to the EAP. The EAP shall be administered separately from the testing program, and shall be available to all employees without regard to a finding of drug use. The EAP shall provide counseling or rehabilitation for all referrals, as well as education and training regarding illegal drug use. The EAP is available not only to Agency employees, but, when feasible, to the families of employees with drug problems, and to employees with family members who have drug problems.

C. Leave Allowance

Employees shall be allowed up to one hour (or more as necessitated by travel time) of excused absence for each counseling session, and an additional reasonable amount of time depending on the circumstances to be determined by the EAP, during the assessment/referral phase of rehabilitation. Absences during duty hours for rehabilitation or treatment must be charged to the appropriate leave category in accordance with law and leave regulations.

D. Records and Confidentiality

All EAP operations shall be confidential in accordance with Section XIV of the Plan relating to records and confidentiality.

E. Structure

The Director for Command Services (DFCS) shall be responsible for oversight and implementation of the DNA EAP, and will provide, with the support of the Assistant Director, Manpower Management and Personnel and the Occupational Health Nurse, high level direction and promotion of the EAP.

By contract with Behavioral Factors, Inc. Ft. Washington, MD, the Pentagon Employee Referral Service (PERS) shall provide EAP support to the DNA HQ and AFRR.

By part of the Inter-service Support Agreement with the Kirtland Air Force Base, EAP support shall be provided to the FCDNA and the HQ, DNAs Organization receiving personnel servicing from the Base Civilian Personnel Office.

In all cases, this EAP support shall--

1. Assist civilian employees of the Department of Defense in achieving optimal job performance through resolution of the presenting problem(s);
2. Properly safeguard client records and information contained therein in accordance with the provision of the Federal Confidentiality and Privacy Statutes and Regulations.
3. Encourage employees of DoD agencies who themselves feel they may be suffering from alcohol, drug or emotional problems to voluntarily seek counseling and information on a completely confidential basis by contacting the EAP directly.
4. Refer troubled employees to established community resources for appropriate treatment and rehabilitative care.
5. Assist families of employees in certain cases:
 - (a) Where the Departmental employee is involved in the EAP.
 - (b) Where the employee is an alcoholic, drug abuser, or experiencing emotional/behavioral problems and the situation is causing stress which impacts on the employee's job performance.

IV. SUPERVISORY TRAINING

A. Objectives

As supervisors have a key role in establishing and monitoring a drug-free workplace, the Defense Nuclear Agency shall provide training to assist supervisors and managers in recognizing and addressing illegal drug use by agency employees. The purpose of supervisory training is to understand--

1. Departmental policies relevant to work performance problems, drug use, and component EAP;
2. The responsibilities of offering EAP services;
3. How employee performance and behavioral changes should be recognized and documented;
4. The roles of the medical staff, supervisors, personnel, and EAP personnel;
5. The ways to use component EAP;
6. How the EAP is linked to the performance appraisal and the disciplinary process.
7. The process of reintegrating employees into the workforce; and

B. Implementation

The Employee Assistance Program Administrator (EAPA) shall be responsible for implementing supervisory training, and shall develop a training package to ensure that all employees and supervisors are fully informed of the DNA's Drug Countermeasure Plan.

C. Training Package

Supervisory training shall be required of all supervisors and may be presented as a separate course, or be included as part of an ongoing supervisory training program. Training shall be provided as soon as possible after a person assumes supervisory responsibility. Training courses should include--

1. Overall Departmental and DNA policy;
2. The prevalence of various employee problems with respect to drugs and alcohol;
3. The EAP approach to handling problems;

4. How to recognize employees with possible problems;
5. Documentation of employee performance or behavior;
6. How to approach the employee;
7. How to use the EAP;
8. Disciplinary action, and removals from sensitive positions as required by Section 5(c) of the Executive Order;
9. Reintegration of employees into the workforce; and
10. Written materials which the supervisor can use at the work site.

V. EMPLOYEE EDUCATION

A. Objectives

The EAP Administrator shall offer drug education to all HQ, DNA and AFRRRI employees and ensure that such drug education is provided to FCDNA employees. Drug education should include education and training to all levels of the agency on--

1. Types and effects of drugs;
2. Symptoms of drug use, and the effects of performance and conduct;
3. The relationship of the EAP to the drug testing program; and
4. Other relevant treatment, rehabilitation, and confidentiality issues.

B. Means of Education

Drug education activities may include--

1. Distribution of written materials;
2. Videotapes;
3. Lunchtime employee forums;
4. Employee drug awareness days;
5. Awareness Seminars

VI. SPECIAL DUTIES AND RESPONSIBILITIES

A. Drug Program Coordinator Each Component of the Agency shall have a Drug Program Coordinator (DPC) assigned to carry out the purposes of this plan. The DPC shall be responsible for implementing, directing, administering, and managing the drug program within the individual components. The DPC shall serve as the principal contact with the laboratory in assuring the effective operation of the testing portion of the program. In carrying out this responsibility, the DPC shall, among other duties--

1. Arrange for all testing authorized under this order;
2. Insure that all employees subject to random testing receive individual notice as described in Section VII B. of this Plan prior to implementation of the program, and that such employees return a signed acknowledgment of receipt form;
3. Document, through written inspection reports, all results of laboratory inspections conducted;
4. Coordinate with and report to the Director of Command Services through the Assistant Director, Manpower Management and Personnel on DPC activities and findings that may affect the reliability or accuracy of laboratory results;
5. In coordination with the EAP Administrator, publicize and disseminate drug program educational materials, and oversee training and education sessions regarding drug use and rehabilitation;

B. Employee Assistance Program Administrator

The EAP Administrator shall--

1. Assume the lead role in the development, implementation, and evaluation of the EAP;
2. Provide guidance and advice to EAP Coordinator to ensure that component EAPs are in concert with Agency guidelines;
3. Advise Components on the submission of annual statistical reports, and prepare consolidated reports on the DNA EAP activity;
4. Develop and implement an educational and training program for supervisors and employees.

C. Employee Assistance Program Coordinator

The Employee Assistance Program Coordinator shall--

1. Upon receipt of verified positive test results from the MRO, transmit the test results to the appropriate management official empowered to initiate disciplinary action.
2. Implement and operate the EAP within the Agency's components assigned to the coordinator;
3. Provide counseling and treatment services to all employees referred to the EAP by their supervisors or on self-referral, and otherwise offer employees the opportunity for counseling and rehabilitation;
4. Coordinate with the DPC, the MRO and supervisors, as appropriate;
5. Work with the EAP Administrator to provide educational materials and training to managers, supervisors, and employees on illegal drugs in the workplace;
6. Assist supervisors with performance and/or personnel problems that may be related to illegal drug use;
7. Monitor the progress of referred employees during and after the rehabilitation period;
8. In conjunction with the EAP Administrator ensure that training is provided to assist supervisors in the recognition and documentation of facts and circumstances that support a reasonable suspicion that an employee may be using illegal drugs;
9. Maintain a list of rehabilitation or treatment organizations which provide counseling and rehabilitative programs, and include the following information on each such organization--
 - a. Name, address, and phone number;
 - b. Types of services provided;
 - c. Hours of operation, including emergency hours;
 - d. The contact person's name and phone number;
 - e. Fee structure, including insurance coverage;
 - f. Client specialization; and
 - g. Other pertinent information.
10. Periodically visit rehabilitative or treatment organizations to meet administrative and staff members, tour the site, and ascertain the experience,

certification and educational level of staff, and the organization's policy concerning progress reports on clients and post-treatment follow-up.

D. Employee Assistance Counselors

The Employee Assistance Counselors shall--

1. Serve as the initial point of contact for employees who ask or are referred for counseling;
2. Be familiar with all applicable law and regulations, including drug treatment and rehabilitation insurance coverage available to employees through the Federal Employee Health Benefits Program;
3. Be qualified by the EAP Administrator and be trained in counseling employees in the occupational setting, and identifying drug use,
4. Document and sign the treatment plan prescribed for all employees referred for treatment, after obtaining the employee's signature on this document; and
5. In making referrals, consider the--
 - a. Nature and severity of the problem;
 - b. Location of the treatment;
 - c. Cost of the treatment;
 - d. Intensity of the treatment environment;
 - e. Availability of inpatient/outpatient care;
 - f. Other special needs, such as transportation and child care;
 - g. The preferences of the employee.
6. In the event the employee is not satisfied with the program of treatment or rehabilitation, such employee may seek review of the EAP Counselor's referral by notifying the EAP Administrator prior to completion of the program. The decision of the EAP Administrator shall be final and shall not be subject to further administrative review. Regardless of the treatment program chosen, the employee remains responsible for successful completion of the treatment, and assertions that the counselor failed to consider one or more of the above factors in making a referral shall not constitute either an excuse for continuing to use illegal drugs or a defense to disciplinary actions if the employee does not complete treatment.

E. Medical Review Official Each component shall have an MRO assigned to carry out the purposes of this plan. The MRO shall, among other duties--

1. Receive all laboratory test results;
2. Assure that an individual who has tested positive has been afforded an opportunity to justify the test result in accordance with Section XIII. D. of this Plan;
3. Consistent with confidentiality requirements, refer written determinations regarding all verified positive test results to EAP Coordinator, including a positive drug test result form indicating that the positive result is 'unjustified,' together with all relevant documentation and a summary of findings;
4. Confirm with the appropriate personnel official whether an individual who has been tentatively selected for employment with the component has obtained a verified positive test result;
5. Coordinate with and report to the Director for Command Services on all activities and findings on a regular basis;
6. Coordinate all DPC duties in field offices wherever possible to conserve resources and to efficiently and speedily accomplish reliable and accurate testing objectives.

F. Supervisors

Supervisors will be trained to recognize and address illegal drug use by employees, and will be provided information regarding referral of employees to the EAP, procedures and requirements for drug testing, and behavioral patterns that give rise to a reasonable suspicion that an employee may be using illegal drugs. Except as modified by the Agency written Policy and Procedures to suit specific program responsibilities, first-line supervisors shall--

1. Attend training sessions on illegal drug-use in the workplace;
2. Initiate a reasonable suspicion test, after first making appropriate factual observations and documenting those observations and obtaining approval from the higher level supervisor;
3. Refer employees to the EAP for assistance in obtaining counseling and rehabilitation, upon a finding of illegal drug use;
4. Initiate appropriate disciplinary action upon a finding of illegal drug use as a result of receiving a verified positive test result, and upon consulting, consistent with the provisions of Section 503 of the Act, with appropriate officials; and
5. In conjunction with personnel specialists, assist higher level supervisors and the EAP Coordinator in evaluating employee performance and or

personnel problems that may be related to illegal drug use.

Higher level supervisors shall review and concur in advance with the decisions of their first line supervisors to direct an employee to be tested for the presence of drugs as a result of reasonable suspicion.

G. Implementation

At the direction of the Deputy Director, DNA, each Component shall implement the Drug Countermeasure Plan within its organization, and ensure that the Plan is efficiently and effectively accomplished in accordance with this order and all other applicable regulations.

H. General Program/Structural Provisions

The Assistant Director, Manpower Management and Personnel shall develop implementation procedures to enable each component to efficiently and swiftly implement all aspects of this order, taking into account the unique geographical, personnel, budgetary and other relevant factors of the field offices. Such procedures will permit component implementation to proceed independently of headquarters implementation, and of any Component sites implementation. Testing may proceed under this order as soon as any field office or operating site is prepared to commence testing, and without regard to whether any other Component or operating site or Headquarters is prepared to commence with testing. Such procedures shall also encourage cooperation and coordination among Components so as to conserve resources and efficiently implement this order.

I. Government Contractors

Wherever existing facilities are inadequate to implement this order, the Assistant Director for Manpower Management and Personnel or his designee shall--

1. Act as Project Officer for the administration of all related contracts;
2. Ensure that contractors or DOD facilities chosen to perform the drug screening tests are duly certified pursuant to the HHS guidelines and that all contracts conform to the technical specifications of the HHS guidelines (see Appendix C); and
3. Establish, by contract or DOD Agreement, the positions and specific responsibilities of the DPC and the MRO as required by the HHS guidelines (see Appendix C).

VII. NOTICE

A. General Notice

A general notice from the Director, DNA announcing the testing program, as required by the Executive Order Section 4(a), will be provided to all employees no later than sixty (60) days prior to the implementation date of the plan. The notices shall be provided immediately upon completion of the congressional certification procedures pursuant to Sections 503(a)(1) (A), 503(a)(1)(B), and 503(a)(1)(C) of the Act., and shall explain--

1. The purpose of the Drug Countermeasure Plan;
2. That the plan will include both voluntary and mandatory testing;
3. That those who hold positions selected for random testing will also receive an individual notice, prior to the commencement of testing, indicating that their position has been designated a testing designated position;
4. The availability and procedures necessary to obtain counseling and rehabilitation through the EAP;
5. The circumstances under which testing may occur;
6. That opportunity will be afforded to submit medical documentation of lawful use of an otherwise illegal drug;
7. That the laboratory assessment is a series of tests which are highly accurate and reliable, and that, as an added safeguard, laboratory results are reviewed by the MRO;
8. That positive test results verified by the MRO may only be disclosed to the employee, the appropriate EAP Coordinator or Administrator, the appropriate management officials and supervisor having authority to take adverse action against the employee, or a court of law or administrative tribunal in an adverse personnel action;
9. That all medical and rehabilitation records in an EAP will be deemed confidential "patient" records and may not be disclosed without the prior written consent of the patient.

B. Individual Notice

In addition to the general notice, an individual notice will be distributed by the Drug Program Coordinator (DPC) to all employees in testing

designated positions explaining, in addition to the information provided above--

1. That the employee's position has been designated a 'testing designated position;'
2. That the employee will have the opportunity to voluntarily identify himself/herself as a user of illegal drugs and to receive counseling or rehabilitation;
3. That the employee's position will be subject to random testing no sooner than thirty days.

C. Signed Acknowledgment

Each employee in a testing designated position shall be asked to acknowledge in writing that--

The employee has received and read the notice which states that the employee's position has been designated for random drug testing; and that refusal to submit to testing will result in initiation of disciplinary action, up to and including dismissal.

If the employee refuses to sign the Acknowledgment, the employee's supervisor shall note on the Acknowledgment form that the employee received the notice. This Acknowledgment shall be centrally collected for easy retrieval by the DPC, and is advisory only. An employee's failure to sign the notice shall not preclude testing that employee, or otherwise affect the implementation of this order since the general sixty-day notice will previously have notified all agency employees of the requirement to be drug-free.

D. Administrative Relief

If an employee believes his or her position has been wrongly designated a test designated position (TDP), that employee may file an administrative appeal to the designated official who has authority to remove the employee from the TDP list. The appeal must be submitted by the employee, in writing, to the designated official within 15 days of notification, setting forth all relevant information. The designated official shall review the appeal based upon the criteria applied in designating that employee's position as a TDP. The official's decision is final and is not subject to further administrative review.

VIII. FINDING OF DRUG USE AND DISCIPLINARY CONSEQUENCES

A. Determination

An employee may be found to use illegal drugs on the basis of any appropriate evidence including, but not limited to:

1. Direct observation;
2. Evidence obtained from an arrest or criminal conviction;
3. Verified positive test result; or
4. An employee's voluntary admission.

B. Mandatory Administrative Actions

The supervisor shall refer an employee found to use illegal drugs to the EAP, and, if the employee occupies a sensitive position, immediately remove the employee from that position or remove those duties of a sensitive nature without regard to whether it is a testing designated position. At the discretion of the Director, DNA, however, and as part of an EAP, an employee may return to duty in a sensitive position if the employee's return would not endanger public health or safety or national security.

C. Range of Consequences

The severity of the disciplinary action taken against an employee found to use illegal drugs will depend on the circumstances of each case, and will be consistent with the Executive Order, and include the full range of disciplinary actions, including removal. The supervisor or management official shall initiate disciplinary action against any employee found to use illegal drugs but shall not discipline an employee who voluntarily admits to illegal drug use in accordance with subsection VIII F. of this plan. In initiating disciplinary action, the appropriate management official may consult with and advise the personnel security officer for actions in accordance with their directives. Such disciplinary action, consistent with the requirements of the Master Agreement and the Civil Service Reform Act and other statutes, DOD and DNA orders, and regulations, may include any of the following measures, but some disciplinary action must be initiated--

1. Reprimanding the employee in writing;
2. Placing the employee in an enforced leave status;
3. Suspending the employee for 14 days or less;
4. Suspending the employee for 15 days or more;

5. Suspending the employee until the employee successfully completes the EAP or until the supervisor or management official determines that action other than suspension is more appropriate;

6. Removing the employee from service.

D. Initiation of Mandatory Removal From Service

The component shall initiate action to remove an employee for--

1. Refusing to obtain counseling or rehabilitation through an Employee Assistance Program as required by the Executive Order after having been found to use illegal drugs;

2. Having been found not to have refrained from illegal drug use after a first finding of illegal drug use.

All letters to propose and decide on a separation action should be worked out in consultation with the appropriate civilian personnel office.

E. Refusal to Take Drug Test When Required

1. An employee who refuses to be tested when so required will be subject to the full range of disciplinary action, including dismissal.

2. No applicant selected for a testing designated position who refuses to be tested shall be extended an offer of employment.

3. Attempts to alter or substitute the specimen provided will be deemed a refusal to take the drug test when required.

F. Voluntary Referral

Under Executive Order 12564, the Defense Nuclear Agency is required to initiate action to discipline any employee found to use illegal drugs in every circumstance except one. If an employee (1) voluntarily admits his or her drug use; (2) completes counseling or an EAP; and (3) thereafter refrains from drug use, such discipline is not required.

1. Because the order permits an agency to create a 'safe harbor' for an employee who meets all three of these conditions, the DNA has decided to create a 'safe harbor' and will not initiate disciplinary action against the employees who satisfy the provisions of this Section;

2. A fundamental purpose of the DNA's drug testing Plan is to assist employees who themselves are seeking treatment for drug use. For this reason, the DNA will not initiate disciplinary action against any employee who meets all three of these conditions--

a. Voluntarily identifies him/herself as a user of illegal drugs prior to being identified through other means;

b. Obtains counseling or rehabilitation through an Employee Assistance Program, and;

c. Thereafter refrains from using illegal drugs.

This self-referral option allows any employee to step forward and identify his/herself as an illegal drug user for the purpose of entering a drug treatment program under the EAP. In stepping forward, and consistent with Section XIIB, an employee may volunteer for a drug test as a means of identification. Although this self-identification test may yield a verified positive test result, such result shall merely constitute an identification for purposes of this Section.

3. Since the key to this provision's rehabilitative effectiveness is an employee's willingness to overcome 'denial' by means of a voluntary self-identification -- a decision on the employee's part to admit his or her problem to himself and to others -- this provision will not be available to an employee who is asked to provide a urine sample when required, or who is found to have used illegal drugs pursuant to Sections VIII(A)(1), or VIII(A)(2) under random or reasonable suspicion testing and who thereafter (i.e., just before or after the sample is collected) 'admits' his or her drug use requests protection under this provision.

IX. RANDOM TESTING

A. Position Titles Designated for Random Drug Testing

The position titles designated for random drug testing are listed in Appendix A, along with the criteria and procedures applied in designating such positions for drug testing, including the justification for such criteria and procedures.

B. Employees in Sensitive Positions Designated as Testing Designated Positions

The Executive Order requires random testing for 'employees in sensitive positions' that have been designated as 'sensitive employees' in testing designated positions. As further specified in Appendix A, the Director, DNA has determined that these positions are 'sensitive employees' occupy a testing designated positions that will be randomly tested. Accompanying the list of testing designated positions are the criteria and procedures used in designating such positions, pursuant to the Act including the justification for such criteria and procedures.

C. Determining The Testing Designated Position

Among the factors the Director, DNA has considered in determining a testing designated position, are the extent to which the DNA--

1. Considers its mission inconsistent with illegal drug use;
2. Is engaged in law enforcement;
3. Must foster public trust by preserving employee reputation for integrity, honesty and responsibility;
4. Has national security responsibilities;
5. Has drug interdiction responsibilities; or

The extent to which the position considered--

1. Authorizes employees to carry firearms;
2. Gives employees access to sensitive information;
3. Authorizes employees to engage in law enforcement;
4. Requires employees, as a condition of employment, to obtain a security clearance;

5. Requires employees to engage in activities affecting public health or safety.

These positions are characterized by critical safety or security responsibilities as related to the mission of the DNA. The job functions associated with these positions directly and immediately relate to public health and safety, the protection of life and property, law enforcement, or national security. These positions are singled out for random testing because they require the highest degree of trust and confidence. The Director, DNA reserves the right to add or delete positions determined to be testing designated positions pursuant to the criteria established in the Executive Order and this plan. Moreover, pursuant to 42 U.S.C. 290ee-1(b)(2), and subject to the pertinent provisions of the Federal Personnel Manual, the Director, DNA has determined that all positions which have been or will be designated as testing designated positions under this plan are "sensitive positions."

D. Implementing Random Testing

In implementing the program of random testing the Drug Program Coordinator shall--

1. Ensure that the means of random selection remains confidential; and
2. Evaluate periodically whether the numbers of employees tested and the frequency with which those tests will be administered satisfy the DNA's duty to achieve a drug-free work place.

The number of sensitive employees occupying testing designated positions and the frequency with which random tests will be administered are specified in Appendix A.

E. Notification of Selection

An individual selected for random testing, and the individual's first-line supervisor, shall be notified the same day the test is scheduled, preferably within two hours of the scheduled testing. The supervisor shall explain to the employee that the employee is under no suspicion of taking drugs and that the employee's name was selected randomly.

F. Deferral of Testing

An employee selected for random drug testing may obtain a deferral of testing if the employee's first-line and higher-level supervisors concur that a compelling need necessitates a deferral on the grounds that the employee is--

1. In a leave status (sick, annual, administrative or leave without pay);

2. In official travel status away from the test site or is about to embark on official travel scheduled prior to testing notification;

An employee whose random drug test is deferred will be subject to an unannounced test within the following 60 days.

X. REASONABLE SUSPICION TESTING

A. Grounds

Reasonable suspicion testing may be based upon, among other things--

1. Observable phenomena, such as direct observation of drug use or possession and/or the physical symptoms of being under the influence of a drug;
2. A pattern of abnormal conduct or erratic behavior;
3. Arrest or conviction for a drug-related offense, or the identification of an employee as the focus of a criminal investigation into illegal drug possession, use, or trafficking;
4. Information provided either by reliable and credible sources or independently corroborated; or
5. Newly discovered evidence that the employee has tampered with a previous drug test.

Although reasonable suspicion testing does not require certainty, mere 'hunches' are not sufficient to meet this standard.

B. Procedures

If an employee is suspected of using illegal drugs, the next level supervisor above the supervisor making the finding that a reasonable suspicion of illegal drug use exists will gather all information, facts, and circumstances leading to and supporting this suspicion.

When reasonable suspicion has been established, the appropriate supervisor will promptly detail, for the record and in writing, the circumstances which formed the basis to warrant the testing. A written report will be prepared to include, at a minimum, the appropriate dates and times of reported drug related incidents, reliable/credible sources of information, rationale leading to the test, findings of the test, and the action taken.

C. Obtaining the Sample

The employee may be asked to provide the urine sample under observation in accordance with the criteria in Section XIII B.

D. Supervisory Training

In accordance with Section IV, supervisors will be trained to address illegal drug use by employees, to recognize facts that give rise to a reasonable suspicion, and to document facts and circumstances to support a finding of reasonable suspicion. Failure to receive such training, however, shall not invalidate otherwise proper reasonable suspicion testing.

XI. APPLICANT TESTING

A. Objectives

To maintain the high professional standards of the DNA workforce and to insure that 'sensitive' positions designated for drug testing are not compromised, it is imperative that individuals who use illegal drugs be screened out during the initial employment process before they are placed on the employment rolls of the agency. This procedure will have a positive effect on reducing instances of illegal drug use by employees working within the DNA, and will provide for a safer work environment.

B. Extent of Testing

Drug testing shall be required of all individuals--

Selected for employment with the DNA in a testing designated position. This includes employees within the agency who have been selected for a testing designated position from a non-testing designated position.

C. Vacancy Announcements

Every vacancy announcement for positions designated for applicant testing shall state--

'All applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment.'

In addition, each individual tentatively selected for a position will be notified that appointment to the position will be contingent upon obtaining a negative drug test result. Failure of the vacancy announcement to contain this statement notice will not preclude applicant testing if advance written notice is provided applicants in some other manner.

D. Procedures

The DPC shall direct applicants to an appropriate collection facility. The drug test must be undertaken as soon after notification as possible, and no later than 48 hours of notice to the applicant. Where appropriate, applicants may be reimbursed for reasonable travel expenses.

Applicants will be advised of the opportunity to submit medical documentation that may support a legitimate use for a specific drug and that such information will be reviewed only by the MRO to determine whether the individual is licitly using an otherwise illegal drug or the staff of the MRO.

E. Personnel Officials

Upon notification that an individual has been tentatively selected for employment with DNA, the appropriate personnel management official shall assure, after consultation with the MRO or the staff of the MRO, that a drug test has been conducted on that individual and determine whether the test result is a verified positive result.

F. Consequences

The component will decline to extend a final offer of employment to any applicant with a verified positive test result and such applicant may not reapply to DNA for a period of six months. The Official from the Personnel Office working on the applicant's certificate shall be directed to object to the applicant on the basis of failure to pass the physical, a lack of personal characteristics necessary to relate to public employment or failure to support the goals of the component. The Agency shall inform the applicant that it will not hire the applicant because of a confirmed presence of drug in the applicant's urine which precludes the Agency from hiring the applicant.

XII. ADDITIONAL TYPES OF DRUG TESTING

A. Accident or Unsafe Practice Testing

The DNA is committed to providing a safe and secure work environment. Employees involved in on-the-job accidents or who engage in unsafe on-duty job-related activities that pose a danger to others or the overall operation of the component, may be subject to testing.

EXAMPLE OF ACCIDENT OR UNSAFE PRACTICE TESTING CRITERIA:

Employees involved in on-the-job accidents or who engage in unsafe, on-duty, job related activities that pose a danger to others or the overall operation of the Department, may be subject to testing. Based on the circumstances of the accident or unsafe act, testing may be initiated when the accident or unsafe practice results in --

1. A death or personal injury requiring immediate hospitalization, or
2. Damage to government or private property in excess of \$500.00.

B. Voluntary Testing

In order to demonstrate their commitment to the DNA's goal of a drug-free workplace and to set an example for other federal employees, employees not in testing designated positions may volunteer for unannounced random testing by notifying the DPC. These employees will then be included in the pool of testing designated positions subject to random testing, and be subject to the same conditions and procedures, including the same disciplinary consequences for a finding of illegal drug use.

Volunteers shall remain in the TDP pool for the duration of the position which the employee holds, or until the employee withdraws from participation.

C. Follow-up Testing

All employees referred through administrative channels who undergo a counseling or rehabilitation program for illegal drug use through the EAP will be subject to unannounced random testing following completion of such a program for a period of one year. Such employees shall be tested at the amount stipulated in the abeyance contract, or in the alternative, at an increased frequency of not less than once a quarter. Such testing is distinct from testing which may be imposed as a component of the EAP.

XIII. TEST PROCEDURES IN GENERAL

A. Technical Guidelines for Drug Testing

The DNA shall adhere to all scientific and technical guidelines for drug testing programs promulgated by HHS consistent with the authority granted by Executive Order 12564, and to the requirements of Section 503 of the Act. The DNA drug testing program shall have professionally trained collection personnel, a laboratory certification program, rigorous analytical standards and quality assurance requirements for urinalysis procedures, and strict confidentiality requirements.

B. Privacy Assured

Any individual subject to testing under this order, shall be permitted to provide urine specimens in private, and in a restroom stall or similar enclosure so that the employee is not observed while providing the sample. Collection site personnel of the same gender as the individual tested, however, may observe the individual providing the urine specimen when such personnel have reason to believe the individual may alter or substitute the specimen to be provided. Collection site personnel may have reason to believe that a particular individual may alter or substitute the specimen to be provided when--

1. The individual is being tested pursuant to Section X relating to reasonable suspicion testing;
2. Facts and circumstances suggest that the individual is an illegal drug user;
3. Facts and circumstances suggest that the individual is under the influence of drugs at the time of the test;
4. The individual has previously been found by the component to be an illegal drug user;
5. Facts and circumstances suggest that the individual has equipment or implements capable of tampering or altering urine samples; or
6. The individual has previously tampered with a sample.

C. Failure to Appear for Testing

Failure to appear for testing without a deferral will be considered refusal to participate in testing, and will subject an employee to the range of disciplinary actions, including dismissal, and an applicant to the cancellation of an offer of employment. If an individual fails to appear at the collection site at the assigned time, the collector shall contact the DPC to obtain guidance on action to be taken.

D. Opportunity to Justify a Positive Test Result

When a confirmed positive result has been returned by the laboratory, the MRO shall perform the duties set forth in the HHS Guidelines. For example, the MRO may choose to conduct employee medical interviews, review employee medical history, or review any other relevant biomedical factors. The MRO must review all medical records made available by the tested employee when a confirmed positive test could have resulted from legally prescribed medication.

Individuals are not entitled, however, to present evidence to the MRO in a trial-type administrative proceeding, although the MRO has the discretion to accept evidence in any manner the MRO deems most efficient or necessary.

If the MRO determines there is not justification for the positive result, such result will then be considered a verified positive test result. The MRO shall immediately contact the EAP Administrator, upon obtaining a verified positive test result.

E. Employee Counseling and Assistance

While participating in a counseling or rehabilitation program, and at the request of the program, the employee may be exempted from the random testing designated position pool for a period not to exceed sixty days, or for a time period specified in an abeyance contract or rehabilitation plan approved by the Component head or his or her designee. Upon completion of the program, the employee immediately shall be returned to the pool subject to follow-up testing pursuant to Section XII C..

F. Savings Clause

To the extent that any of the procedures specified in this section are inconsistent with any of those specified in the Scientific and Technical Guidelines promulgated by the Department of Health and Human Services (HHS), or any subsequent amendment thereto, such HHS Guidelines or amendment shall supersede the procedures specified in this section, but only to the extent of the inconsistency.

XIV. RECORDS AND REPORTS

A. Confidentiality of Test Results

The laboratory may disclose confirmed laboratory test results only to the MRO or the staff of the MRO. Any positive result which the MRO justifies by licit and appropriate medical or scientific documentation to account for the result as other than the intentional ingestion of an illegal drug will be treated as a negative test result and may not be released for purposes of identifying illegal drug use. Test results will be protected under the provisions of the Privacy Act, 5 U.S.C. *552a, et seq., and Section 503(e) of the Act, and may not be released in violation of either Act. The MRO or the staff of the MRO may maintain only those records necessary for compliance with this order. Any records of the MRO, including drug test results, may be released to any management official for purposes of auditing the activities of the MRO, except that the disclosure of the results of any audit may not include personal identifying information on any employee.

In order to comply with Section 503(e) of the Act, the results of a drug test of a DNA employee may not be disclosed without the prior written consent of such employee, unless the disclosure would be--

1. To the MRO or the staff of the MRO;
2. To the EAP Coordinator or EAP Administrator in which the employee is receiving counseling or treatment or is otherwise participating;
3. To any supervisory or management official within the DNA having authority to take adverse personnel action against such employee; or to any personnel specialist or security specialist who must advise the supervisor or management official;
4. Pursuant to the order of a court of competent jurisdiction or where required by the United States Government to defend against any challenge against any adverse personnel action.

For purposes of this Section, 'management official' includes any management or government official whose duties necessitate review of the test results in order to process adverse personnel action against the employee. In addition, test results with all identifying information removed shall also be made available to DNA personnel, including the DPC, for data collection and other activities necessary to comply with Section 503(f) of the Act.

B. Employee Access to Records

Any employee who is the subject of a drug test shall, upon written request, have access to any records relating to--

1. Such employee's drug test; and
2. The results of any relevant certification, review, or revocation of proceedings, as referred to in Section 503(a)(1)(A)(ii)(III) of the Act.

Except as authorized by law, an applicant who is the subject of a drug test, however, shall not be entitled to this information.

C. Confidentiality of Records in General

All drug testing information specifically relating to individuals is confidential and should be treated as such by anyone authorized to review or compile program records. In order to efficiently implement this order and to make information readily retrievable, the DPC shall maintain all records relating to reasonable suspicion testing, suspicion of tampering evidence, and any other authorized documentation necessary to implement this order.

All records and information of the personnel actions taken on employees with verified positive test results should be forwarded to the Chief, Civilian Personnel Division, Hqs, DNA. Such shall remain confidential, locked in a combination safe, with only authorized individuals who have a 'need-to-know' having access to them.

D. Employment Assistance Program Records

The EAP Administrator/Coordinator shall maintain only those records necessary to comply with this order. After Component refers an employee to an EAP, the EAP will maintain all records necessary to carry out its duties. All medical and or rehabilitation records concerning the employee's drug abuse, including EAP records of the identity, diagnosis, prognosis, or treatment are confidential and may be disclosed only as authorized by 42 C.F.R. Part 2, including the provision of written consent by the employee. With written consent, the patient may authorize the disclosure of those records to the patient's employer for verification of treatment or for a general evaluation of treatment progress. (42 C.F.R. §2.1 et seq. (1986), revised regulations promulgated at 52 F.R. 21796, June 9, 1987).

consent, the patient may authorize the disclosure of those records to the patient's employer for verification of treatment or for a general evaluation of treatment progress. (42 C.F.R. §2.1 et seq. (1986), revised regulations promulgated at 52 F.R. 21796, June 9, 1987).

E. Maintenance of Records

The DNA shall establish or amend a recordkeeping system to maintain the records of the DNA Drug Countermeasure Program consistent with the DNA Privacy Act System of Records and with all applicable federal laws, rules and regulations regarding confidentiality of records including the Privacy Act 5 U.S.C. §552a. If necessary, records may be maintained as required by subsequent administrative or judicial proceedings, or at the discretion of the Director for Command Services. The recordkeeping system should capture sufficient documents to meet the operational and statistical needs of this order, and include--

1. Notices of verified positive test results referred by the MRO;
2. Written materials justifying reasonable suspicion testing or evidence that an individual may have altered or tampered with a specimen;
3. Anonymous statistical reports; and
4. Other documents the DPC, MRO, or EAP Administrator/Coordinator deems necessary for efficient compliance with this order.

F. Records Maintained By Government Contractors

Any contractor hired to satisfy any part of this order shall comply with the confidentiality requirements of this order, and all applicable federal laws, rules, regulations and guidelines.

G. Statistical Information

The DPC shall collect and compile anonymous statistical data for reporting the number of--

1. Random tests, reasonable suspicion tests, accident or unsafe practice tests, follow-up tests, or applicant tests administered;
2. Verified positive test results;
3. Voluntary drug counseling referrals;
4. Involuntary drug counseling referrals;
5. Terminations or denial of employment offers resulting from refusal to submit to testing;
6. Terminations or denial of employment offers resulting from alteration of specimens;

7. Terminations or denial of employment offers resulting from failure to complete a drug abuse counseling program; and

8. Employees who successfully complete EAP.

b. This data, along with other pertinent information, shall be compiled for inclusion in the DNA Annual Report to Congress required by Section 503F of the Act. This data shall also be provided to HHS semi-annually to assist in overall program evaluation and to determine whether changes to the HHS guidelines may be required.

POSITIONS DESIGNATED FOR DRUG TESTING

Headquarters, DNA (HQ, DNA)
Alexandria, VA

Field Command (FCDNA)
Kirtland Air Force Base, NM

Armed Forces Radiobiology Research Institute (AFRRI)
Bethesda, MD

All employees serving in the HQ, DNA, FCDNA or AFRRI who hold Top Secret security clearances or are responsible for the protection of life and property, public health or safety, operational or maintenance of transportation or major mechanical or electrical equipment, work with explosives, toxic or radioactive or other dangerous materials or substances, or fluids or gases under pressure, access to highly sensitive computer or financial data. The Director, DNA reserves the right to add or subtract names in accordance with the mission of the agency and criteria contained in this Plan.

List of positions follow. Where not specifically stated, series prefixed by GS include GM and vice versa.

Drug usage could result in irreparable damage to the national defense. For instance, an employee working with national intelligence documents could leak information to an enemy of the United States. This could impair the Nation's Strategic Defense Initiative effort or compromise the plans of the Joint Chiefs of Staff regarding nuclear weapons operational matters. The ability of the DoD to conduct underground and above ground tests could be impaired by providing highly classified information to our Nation's enemies. If hostile countries were to obtain information regarding the location, readiness or condition of nuclear weapons in our national stockpile, the effect on the ability of the nation to effectively deter hostile aggression could be severely damaged. Further, the impairment of judgment caused by illegal drug usage could be catastrophic in the unlikely event of a nuclear accident if response forces are not quickly dispatched to the accident scene.

In addition, drug usage could result in a clear and present danger to fellow employees by employees who are responsible for using toxic or radioactive materials when conducting radiobiological tests. For instance, AFRRI could be contaminated by the improper care of laboratory specimens thus threatening the health of the Institute's staff. Impairment of judgment by employees responsible for health safety could present a life threatening situation to AFRRI employees.

There are approximately 425 positions designated for testing: 340 at HQ, DNA and FCDNA and 85 at AFRRI.

Random testing shall be administered twice annually with a 25% sample.

Engineers

The incumbents of these occupational categories are concerned with the logistics and administration of real estate activities, including those associated with nuclear weapons testing. Construction, security, and maintenance of nuclear weapons storage and effects simulation facilities are also included. These duties require mental acuity, sound judgment, sensory perception and, to some degree, physical dexterity. Incumbents have access to TOP SECRET documents.

Drug usage could result in health hazards, physical injury and the destruction of property. For example, these incumbents are responsible for oversight of contaminated debris disposal. Should these employees become impaired by the use of illegal drugs, flawed decisions could potentially result in drastic environmental damage. Faulty judgment due to drug usage could result in contamination which could be serious if not fatal.

Title/Series

General Engineer, GS-801

Civil Engineer, GS-810

Engineers/Scientists

Incumbents are responsible for conceiving, analyzing, evaluating TOP SECRET test programs to include full field testing and for performing testing, monitoring, research and evaluating functions to provide nuclear weapons effects data. The work performed involves research or other professional scientific work in the investigation and application of nuclear phenomena, to include defining and qualifying the effects of radiation exposure on military personnel; determining the global aspects of nuclear war and the development of test instruments and, determining shock effects of nuclear weapons on atmosphere, structures and systems.

An employee using drugs in a research scientific or analytical environment would result in a breach of National Security. Incumbents participate and/or have knowledge of sensitive information and projects. The use of drugs would impair ones effectiveness, the loss of valuable productivity and the possibility that the validity and quality of research and testing results could become suspect, which results in the loss of substantial research monies. If the incumbent's integrity was compromised there would be the risk that sensitive information may be divulged. Classified material could be compromised through accidental, unauthorized disclosure or intentional

disclosure to support drug addiction by the sell of classified material.

Title/Series

Physical Scientist, ES/GS-1301
Electronic Engineer, GS-855
Physicist, ES/GS-1310
Operations Research Analyst, GS-1515
Civil Engineers, GS-810
Aerospace Engineer, GS-861
Structural Engineer, ES/GS-810
General Engineer, ES/GS-801
Geophysicist, GS-1313

Security Specialists and Related Occupations

Incumbents in this occupational category are concerned with the classification, protection and control of highly sensitive scientific and technical information, the physical security of DNA spaces, as well as the personnel clearances of employees and contractors. These duties require mental acuity and the ability to draw logical conclusions and make sound judgments regarding highly classified material.

Drug usage would impair mental faculties and diminish the ability to make sound judgments and could result in very serious errors compromising National Security. For example, if an incumbent arrived at an erroneous conclusion regarding the security classification of nuclear weapons information and the material was inadvertently released to the public, the entire weapons system could be jeopardized and affect national defense efforts. Further, the release of confidential material related to personnel security could result in a breach of confidence in the Agency thus impairing the Director's effectiveness as a manager.

Title/Series

Physical Security Specialist, GS-080
Personnel Security Specialist, GS-080
Security Classification Specialists, GS-080
Computer Specialist, GS-334

Support Personnel

Incumbents in these occupational categories are concerned with organizing, categorizing, managing and displaying TOP SECRET scientific and technical information programs. These duties require mental acuity as well as sound judgment, sensory

perception and physical dexterity in some cases.

Drug usage could result in physical injury for some individuals (e.g., photographers and Visual Information Specialists) working with chemicals and equipment. An impaired judgment could adversely affect the security and integrity of technical information programs if compromised.

Title/Series

Visual Information Specialists, GS-1084
Photographers, GS-1060
Management Analysts (Records Management), GS-343
Technical Information Specialists, GS-1412
Librarian, GS-1411

Personnel Management

Incumbents, as senior managers within the personnel function, are responsible for protecting personal sensitive data resulting from the drug test program. In addition, these incumbents are responsible for recommending policies related to the Agency's Drug Countermeasure Plan and for implementing portions of that plan.

Drug usage could result in the compromise of sensitive personnel information which is confidential to an individual case. In addition, their credibility is instrumental to the success of the policies and decisions related to the Agency's Drug Countermeasure Plan. Their drug usage would adversely effect their ability to take action against other drug users.

Title/Series

Personnel Officer, GS-201
Supervisory Personnel Management Specialist/Assistant
Personnel Officer, GS-201
Personnel Management Specialist, GS-201

Drug Program Coordinator (DPC)

Incumbent arranges for all testing under this Plan, ensures that employees subject to random testing receive appropriate prior notice, documents results of laboratory inspections and reports to the Secretary of Labor all finding that might affect the reliability or accuracy of laboratory results. Incumbent is the principal contact with the laboratory carrying out testing pursuant to this plan and coordinates activities in the components related to drug testing.

Drug usage could result in inaccurate reporting of drug test results, jeopardizing the jobs and reputations, as well as

important privacy rights, of DNA employees. A DPC who used illegal drugs might be susceptible to bribery or blackmail or might fail to recognize or report inspection findings that indicated the unreliability of a laboratory.

Title/Series

Title series will vary depending on who is appointed as the Drug Program Coordinator.

Employee Assistance Program Administrator, Employee Assistance Program Coordinator, and Employee Assistance Counselors

Incumbents transmit verified positive drug test results to management officials, serve as the initial contact for employees referred to the Employee Assistance Program, and develop, implement and evaluate the Employee Assistance Program. They coordinate with management officials and the Medical Review Officer and monitor the progress of referred employees during and after the rehabilitation period.

Drug use could result in injury to employees who depend upon the EAP personnel for assistance with their own drug-related problems. For example, an EAP Counselor who used illegal drugs could be ineffective in urging another employee to abandon drug use and participate in a counseling program. Moreover, EAP personnel who use drugs would be highly vulnerable to blackmail or bribery by employees who must successfully complete an EAP in order to avoid disciplinary action.

Title/Series

Supervisor Personnel Management Specialist, GM/GS-201
Personnel Management Specialist, GM/GS-201
Employee Relations/Labor Relations Specialist, GM/GS-230

Contracting Occupations

Incumbents in contracting occupations are responsible for performing work which involves the negotiation, preparation, termination, and administration of research and development contracts and similar agreements pertinent to nuclear effects, nuclear tests, survivability and surety of nuclear weapons worldwide. Many of the contracts are classified TOP SECRET. All incumbents have access to TOP SECRET information. Provides expert authoritative advice on all matters pertaining to acquisition management for the Agency. Develops strategies and oversees procurement competition of the most economical, timely, effective and efficient acquisition of supplies, services and research and development contracts. The majority of contracts under the incumbent's purview are very complex and range from several thousands to millions of dollars and are critical to the Agency's ability to meet its mission obligations.

Drug usage could result in the compromise of highly classified information resulting in a breach of National Security. If incumbents fail to use good judgment in performing his/her duties, it could have a detrimental impact on nuclear research and development activities in other federal and private organizations. Further, there could be a loss of confidence in not only the Agency but the United States Government if there was any indication that the incumbents had been using drugs.

Title/Series

Director, Acquisition Management, ES-1102
Contract Specialist, GS/GM-1102
Contract Administration, GS-1102
Competitive Advocate, GM-1102

Procurement Assistants

Incumbents are responsible for performing technical support work for purchasing, procurement, contract negotiation, contract administration and contract termination for the Agency. Prepares complex contracts, procurement action reports and deals with contractors about changes in terms of established contracts. Performs support work in all areas of contract administration. All incumbents have access to TOP SECRET information and proprietary business data.

Drug usage could result in the compromise of highly classified information resulting in a breach of National Security. If the incumbents fail to exercise good judgment in performing their duties, it could have an impact on nuclear research and development activities in other federal and private organizations.

Title/Series

Procurement Assistants, GS-1106

Legal Occupations

Incumbents are responsible for providing legal services, support and policy advice to all DNA organizational elements. Provides legal review service and advice to DNA organizational elements in areas such as: contracting/procurement; property management; interagency agreements; environmental law and impact; Ethics in government; Privacy Act; Standards of Conduct; civilian personnel and labor relations, etc. Incumbents are frequently involved in the resolution of critical problems which require extensive research and analysis in providing sound legal advice. All incumbents have access to TOP SECRET information as well as sensitive procurement data.

Drug usage could result in the compromise of highly classified information resulting in a breach of National Security. If

incumbents fail to use good judgment in performing their duties, it could result in adverse litigation decisions which could impact on the national budget and national defense. To accomplish their function, incumbents must interact with persons throughout the federal government and in private industry. Loss of confidence, in not only the Agency but also the United States Government, if there was any indication the incumbent had been using drugs.

Title/Series

General Counsel, ES-905
Attorney, GS/GM-905
Paralegal Specialist, GS-950
Legal Technician, GS-986

Financial/Budget Occupations

Incumbents are responsible for the development, formulation of financial management/program and budget/finance and accounting policies and procedures in support of the Agency's mission and functions; submission of operating budgets and budget execution plans; technical advice on program and budget matters as well as programming policies, procedures and techniques; development and maintenance of a program structure for the framework of the Agency's budget and accounting structure.

Drug usage could result in loss of millions of the Agency's dollars and/or breach of National Security information as the incumbents have TOP SECRET clearances and/or access to large amounts of money which could finance a drug habit. If incumbents fail to use sound technical judgment in performing their duties, it could have a detrimental impact on financial resources in other federal/private organizations. Additionally, drug usage could also result in a lack of confidence in the Agency and could cause the Director to lose effectiveness as a manager.

Title/Series

Comptroller, ES-505
Financial Manager, GM-501
Accountant, GM-510
Program Budget Officer, GM-560
Budget Analyst, GM/GS-560
Program & Budget Assistant, GS-503
Budget Assistant (Typing), GS-561
Accounting Technician, GS-525
Cash Clerk, GS-530
Payroll Clerk, GS-544

Computer Specialists/Programmers

Incumbents are responsible for the formulation and implementation of Agency plans, policies and procedures on all matters concerned

with information management, data automation, telecommunications, scientific computing, acquisition and use of ADP resources and services.

Drug usage could result in the compromise of highly classified information resulting in a breach of National Security. If the incumbents fail to use sound technical judgment in performing their duties, it could have an impact on nuclear research and development activities in other federal and private organizations. Additionally, those incumbents who serve as EAP coordinators and use illegal drugs could damage the credibility of the Agency's EAP.

Title/Series

Computer Specialists/Programmers, GM/GS-334

Management Analysts

Incumbents are responsible for developing Agency policy, determining strategies, and advising senior Agency officials on solutions to issues which may affect the accomplishment of Agency's programs and activities. They advise Agency officials on matters pertaining to congressional activities; internal management control; organizational effectiveness and nuclear weapons management system requirements. They develop, prepare and present management and performance data for program and functional management reviews. In addition, incumbents perform a variety of functions related to the sensitive and critical technical programs of the Agency. All incumbents have access to TOP SECRET information.

Drug usage could result in a breach of National Security information. If the incumbent fails to exercise sound technical judgment in performing his/her duties, it could damage the Agency's creditability in both the federal and private sectors. Classified information could be compromised through accidental, unauthorized disclosure or intentional disclosure to support drug addiction by the sale of classified material.

Title/Series

Management Analysts, GM/GS-343

Management Assistants

Incumbents are responsible for conducting classified ADP studies and surveys to determine cost effective solutions, preparing periodic management reports and developing techniques/procedures for the collection, analysis and presentation of data to identify deficiencies, etc. In addition, incumbents perform a variety of

functions related to the sensitive and critical technical programs of the Agency.

Drug usage could result in a breach of National Security information. If the incumbent fails to exercise sound judgment in performing his/her duties, it could impact on the overall mission accomplishment.

Title/Series

Management Assistants, GS-344

Visual Information Specialist

Incumbents duties involve the preparation of manuals which contain security information for the exclusive use of the Joint Chiefs of Staff for use in a crisis situation. They conduct visits at field locations to gather descriptive information for inclusion in the manual and prepare scale drawings of each field location. In addition, incumbents perform a variety of functions related to the sensitive and critical programs of the Agency.

Drug usage could result in a breach of National Security information. If the incumbent fails to exercise sound judgment in performing his/her duties, it could have a detrimental impact on US facilities worldwide. Classified information could be compromised through accidental, unauthorized disclosure or intentional disclosure to support drug addiction by the sale of classified material.

Title/Series

Visual Information Specialist, GS-1084

Program Analysts

Incumbents are responsible for the development of procedural guidance for the Agency and the entire nuclear community on matters dealing with emergency planning criteria pertaining to nuclear weapon accidents/incidents. They represent the Agency on all matters dealing with nuclear weapon accidents.

Drug usage could result in a breach of National Security information. If the incumbents failed to exercise sound judgment in performing their duties, it could have a detrimental impact on the effectiveness of our country's response to a nuclear weapon accident. In addition, incumbents perform a variety of functions

related to the sensitive and critical programs of the Agency and failure to perform these duties with the utmost integrity could result in a lack of confidence in the Agency and could cause the Director to lose effectiveness as a manager.

Title/Series

Program Analysts, GM/GS-345

Deputy Director

The incumbent assists the Director in the formulation, implementation and execution of the Agency programs to accomplish the assigned DNA mission, responsibilities and functions. The Deputy advises the Director on technical and scientific matters relating to nuclear weapon effects and the broad field of military applications of nuclear energy and provides assistance and guidance to technical and scientific panels and committees organized under sponsorship of the Director, DNA, DOD and other government agencies.

Drug usage could result in the loss of millions of Agency dollars and/or breach of National Security information. If the incumbent fails to use sound technical judgment in performing his/her duties, it could have a detrimental impact on all research and development activities within the nuclear community. Loss of confidence, in not only the Agency but also the United States Government, if there was any indication the incumbent had been using drugs.

Title/Series

Deputy Director, ES-1301

Motor Vehicle Operator

Incumbent is required to drive automobiles and passenger vans, transporting employees and supplies. The driver is expected to provide necessary emergency repairs and oversee maintenance requirements. These duties require good sensor perception, sound judgment and physical dexterity.

Drug use could result in death, personal injury and property damage. Failure to remain alert and impaired judgment could lead to traffic accident which could result in a breach of national security as the incumbent regularly transports persons who as key officials carry highly classified documents.

Title/Series

Motor Vehicle Operator, WG-5703

Nurse

Incumbent is required to analyze and evaluate employees' symptoms, identify probable causes and provide medical attention. The nurse is expected to act immediately in emergency situations, applying life-saving techniques and dispensing medication as necessary. These duties require mental acuity, sound judgment and physical dexterity.

Drug usage could result in personal injury or death. Impaired faculties could cause the incumbent to make an incorrect diagnosis or dispense the wrong medication. Further, the incumbent's access to medication requires the utmost personal integrity on their part concerning drug usage.

Title/Series

Nurse, GS-610

Historian

Incumbent is responsible for performing duties commensurate with the Nuclear Test Personnel Review Program. Successful performance in this position requires the incumbent to be able to perceive, comprehend, evaluate, research and communicate effectively orally and in writing. Incumbent prepares classified studies and has access to TOP SECRET information.

The incumbent is privileged to knowledge of all aspects of the research into the participation of DoD-affiliated personnel in the atmospheric nuclear weapons tests, which includes data involving nuclear weapons test participants and knowledge of processes resulting in nuclear weapons detonations and their effect upon survivability of personnel, modeling and simulation techniques, and of personnel freedom of information requests.

Drug usage in the position could compromise the incumbent's integrity thus resulting in a breach of National Security if he/she divulges information on Top Secret projects. Additionally, the incumbent's indiscretions could cause the agency to become liable if any information is divulged on project participants.

Title/Series

Historian, GS-170

Secretaries/Clerical Support

Incumbents serve as personal assistants actively participating in the management of the office or in support of the office's administration/clerical effort. As such, they are exposed to numerous documents of a highly classified nature.

Drug usage by employees in these positions could result in a breach of National Security if they divulge information on TOP SECRET projects to others or if they are negligent in protecting sensitive information.

Title/Series

Secretary (Stenography/Typing), GS-318
Clerk-Typist, GS-322
Clerk-Stenography, GS-312
Administrative Support Positions (Various), GS-303

Communications Specialist

Incumbent is responsible for providing technical guidance, assistance and consultation on the performance of existing and proposed military command, control and communication systems associated with non-strategic nuclear weapons. They review research and development proposals from commercial and governmental agencies and evaluate the impact of potential enemy capabilities, doctrine, plans and strategy on requirements of US and allied forces communications capabilities.

Drug usage could result in a breach of national security information. Failure by the incumbent to exercise sound judgment in performing his/her duties could have a detrimental impact on other R&D programs both inside and outside the nuclear effects community.

Title/Series

Communications Specialist, GM-393

RESEARCH PSYCHOLOGIST

Incumbent is responsible for providing technical guidance on research program on human response to nuclear weapons. Evaluates human performance factors which affect the survivability of and vulnerability to the effect of nuclear weapons either singularly or in combination with other combat threats. Develops methods to define, mitigate, delay or prevent the adverse effects of nuclear weapons on human performance.

Drug usage could result in a breach of national security information. Failure by the incumbent to exercise sound judgment in performing his/her duties could have a detrimental impact on all research and development activities within the nuclear community. Drug usage could result in mental and physical

impairment thus resulting in a lack of confidence in the Agency to fulfill its mission requirements.

Title/Series

Research Psychologist, GS/GM-180

Engineers/Scientists (Test Program)

Incumbents of these positions are involved in highly sensitive and classified projects related to the Agency's responsibility for conducting underground nuclear tests and above ground non-nuclear tests. The positions require sound judgment and the highest level of trust and confidence.

Drug usage could result in impaired judgments which could affect the ability of the Agency to obtain reliable data. Such unreliable data could cause a serious set back to the United States' testing schedule. Further, serious and long term adverse consequences regarding National defense policies in the area of nuclear and non-nuclear testing could result from the leaking of classified information to unfriendly countries. Classified information could be compromised through accidental, unauthorized disclosure or intentional disclosure to support drug addiction by the sale of classified material.

Title/Series

General Engineer, GS-801
Civil Engineer, GS-810
Mechanical Engineer, GS-830
Electronics Engineer, GS-850
Electrical Engineer, GS-855
Physical Scientist, GS-1301
Geologist, GS-1350

Technical/Administrative Support

Incumbents of these positions provide support to highly classified programs related to above ground non-nuclear and underground nuclear testing; nuclear weapons operational matters; location, readiness or condition of nuclear weapons in our national stockpile; and emergency response procedures in the unlikely event of a nuclear accident. Incumbents must be prepared to quickly respond to direction and provide sound and accurate advice. In addition, incumbents must be able to provide authoritative advice regarding safety aspects of the Test Program.

Drug usage could result in the loss of critical data related to the nuclear readiness of the nation's nuclear stockpile. In addition, impaired judgment or ability to respond quickly could deter the Agency's responsiveness to nuclear accidents. Further, the leaking of classified documents or data could result in a significant compromise on Defense programs. Errors in judgment

in regard to the safety aspects if the Test Program could jeopardize life and property.

Title/Series

Engineering Draftsman, GS-818
Engineering Technician, GS-802
Printing Officers, GS-1654
Safety and Occupational Health Officer/Specialist, GS-018
Illustrator, GS-1020
Equipment Specialist, GS-1670
Editor, GS-1082
Technical Publications Writer/Editor, GS-1083
Photographic Technologist, GS-1386
Computer Specialist/Programmer Analyst/Systems Analyst, GS-334
Supply Cataloger/Technician, GS-2005
Inventory Management Specialist, GS-2010
Security Specialist/Assistant, GS-080
General Supply Specialist, GS-2001
Mail/File Check, GS-305
Computer Assistant, GS-335
Clerk-Stenographer, GS-312
Supply-Clerk, GS-2005
Technical Reference Clerk, GS-303
Supply Cataloger, GS-2050
Editorial Assistants, GS-1087

Wage Grade and Related

Incumbents perform a variety of functions which expose them to highly classified material or equipment.

Drug usage could result in the destruction of equipment vital to the Agency's Test Program. In addition, the leaking of classified documents could result in irreparable damage to Defense programs.

Title/Series

Warehouse Worker, WG-6907
Offset Press Operator, WG-4417
Offset Photographer, WG-4414
Film Assembler-Stripper, WG-4405
Bindery Machine Operator (Power Folder), WG-4402
Photocompositor, WG-4401

Health and Safety

The incumbents of these positions are responsible for the safety and health of all AFRRRI employees and have secondary responsibilities for the community at large. The occupational safety and health manager independently administers a safety and occupational health program. The incumbent of the position must be able to respond to potentially serious safety and health problems which could close down the facility if not abated. The incumbent is often exposed to operating industrial machinery and equipment, toxic chemicals, fumes and biological hazards in performing assigned duties. The incumbent of the radiation safety positions are required to review and monitor the facility radiation safety program. This program encompasses a wide variety of radiation sources with particular emphasis on public safety, emergency response and occupational radiological health. Incumbents of these positions must be able to recognize radiation hazards and react swiftly in emergency situations. In addition, the motor vehicle operator has responsibility for the safety for those persons for whom he/she is providing transportation services.

Drug usage could significantly impair the health of AFRRRI employees. The incumbents must be able at all times to respond to safety, health and radiation hazards. Failure to do so could result in serious, if not fatal, injuries.

The incumbents of the animal husbandry division positions work within the AFRRRI animal facility. In performing day to day assignments care must be taken to insure that contamination or disease is not spread to other animals.

Drug usage could significantly impair the AFRRRI research program since it could ruin long term experiments involving animals. Drug usage could result in mental and physical impairment thereby compromising the entire research program and the confidence in past test results.

Title/Series

Safety and Occupational Health Manager, GS-018
Health Physicist, GM-1306
Physical Science Technician, GS-1311
Motor Vehicle Operator, WG-5703
Animal Caretaker, WG/WL, 5048

Radiation Science

The incumbents of these positions provide technical, administrative and operational support for the AFRRRI Reactor Facility. These positions have responsibility for the control, maintenance and operation of the Reactor Facility. This includes electronic, pneumatic, hydraulic, mechanical, high voltage

electrical, nuclear core measurement, heat transfer and fluid flow systems. Errors in the operation of these systems could result in life threatening nuclear hazards to the public. Drug usage could result in nuclear contamination and the resultant loss of life. Access to the Nuclear Reactor Facility requires the utmost ability to respond quickly to emergency situations. Exposure could result in serious, if not fatal, injuries.

Title/Series

Nuclear Engineer, GS-640
Engineering Technician, GS-802
Reactor Facility Director, GS-1310
Physical Science Technician, GS-1311
Research Physicist, GS-1310
Health Physicist, GS-1306
Radiological Physicist, GS-1310

Logistics and Engineering

The incumbents of the logistics and engineering positions are responsible for maintaining the physical plant. These positions work with major mechanical equipment which includes heating and air conditioning, electrical systems, and high pressure water systems. A wide variety of tools and machinery are used on a frequent basis. These duties require keen sensory perception and neuromuscular coordination. Incumbents must exercise a great deal of care and sound judgment to insure safety.

Drug usage could result in serious injury or loss of life as well as damage to the AFRRI facility. Improper wiring of an electrical system could lead to a fire and improper plumbing hookups could lead to a flooding condition. This could cause irreparable damage to classified experiments and seriously impair critical biomedical research efforts. Drug usage could result in mental and physical impairment resulting in serious, if not fatal, injuries.

Title/Series

Supervisory Engineering Technician, GS-802
Engineering Technician, GS-802
Facility Manager, GS-1640
Air Conditioning Equipment Mechanic, WG-5306
Lead Maintenance Mechanic, WG-4740
Laborer, WG-3502
Maintenance Mechanical Helper, WG-4749
Maintenance Mechanic, WG-4749
Electrician, WG-2665

Work with Explosive, Toxic, Radioactive or Other Dangerous
Materials or Substances or Fluids or Gases Under Pressure

The incumbents of these positions perform duties in a laboratory setting using toxic, radioactive or other dangerous materials. These positions have responsibility for the safe use and storage of these potentially hazardous materials. Some of these positions require the use of radionuclides while others involve dangerous chemicals. Incumbents of these positions come in frequent contact with such substances and materials.

Drug usage could result in serious injury or loss of life including the uncontrolled spread of nuclear or chemical contaminants. Drug usage could result in mental and physical impairment resulting in serious, if not fatal, injuries.

Title/Series

Research Chemist, GS-1320
Biological Laboratory Technician, GS-404
Research Physiologist, GS-413
Research Biologist, GS-401
Research Microbiologist, GS-403
Supervisory Research Radiobiologist, GS-401
Supervisory Research Physiologist, GS-413
Supervisory Research Psychologist, GS-180
Research Toxicologist, GS-401
Research Psychologist, GS-180
Psychology Technician, GS-181
Research Pharmacologist, GS-405
Physical Science Technician, GS-1311
Research Medical Officer, GS-602
Research Physicist, GS-1310
Chemist, GS-1320

Computer and Electronics Department

The incumbents of these positions perform duties involving the development and use of electronics and computer devices to capture, convert and transmit data. These positions also require the design and development of unique instrumentation systems. Incumbents also repair and maintain electronic equipment, instrumentation design and software design. The data and equipment which these incumbents design, modify, repair and utilize are highly sensitive and can impact on the research mission at AFRRRI. Errors or misuse of this equipment or data could cause irreparable damage to significant research efforts. Drug usage could also result in a lack of confidence in the

Agency and could cause the Director to lose effectiveness as a manager.

Title/Series

Supervisory Computer Specialist, GM-334
Supervisory Electronics Engineer, GS-855
Electronics Technician, GS-856
Electronics Engineer, GS-855
Supervisory Computer Program Analyst, GM-334-14
Computer Program Analyst, GS-334

Office of the Director Staff

The incumbents of these positions work in the immediate office of the Director, AFRRI. As such, the occupants have direct access to sensitive financial data regarding AFRRI programs. Misuse of this information could harm the Agency's reputation. This access to sensitive financial data is also required of the occupant of the secretary position, Office of the Comptroller. Drug usage could also result in a lack of confidence in the Agency and could cause the Director to lose effectiveness as a manager. In addition, loss of confidence would be in not only the Agency but the United States Government, if there was any indication the incumbent had been using drugs.

Title/Series

Budget Officer, GS-560
Accounting Technician, GS-525
Voucher Examiner, GS-540

Other Senior Positions

The positions of the Department Chairman, Scientific Advisor to the Director and supervisory research chemist in the Chair of Science require knowledge of and day to day dealings on sensitive policy and operational issues. The incumbents of these positions frequently interface with other federal agencies and public organizations.

Drug usage among the occupants of these positions could result in impaired judgment which, in turn, could result in significant embarrassment to AFRRI and the Defense Nuclear Agency. This is particularly true given the sensitive nature of the research performed at AFRRI. Drug usage could also result in a lack of confidence in the Agency and could cause the Director to lose effectiveness as a manager. In addition, loss of confidence

would be in not only the Agency but the United States Government,
if there was any indication the incumbent had been using drugs.

Title/Series

Scientific Advisor to the Director, ES-401
Supervisory Research Chemist, GM-1320
Visual Information Officer, GM-1084

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APPENDIX B

DRUGS FOR WHICH INDIVIDUALS WILL BE TESTED

MARIJUANA

COCAINE

OPIATES

AMPHETAMINES

PHENCYCLIDENE (PCP)